



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)
LOS ANGELES AIR FORCE BASE, CALIFORNIA

MEMORANDUM FOR (See Distribution List)

1 Jul 2003

FROM: SMC/HRM

SUBJECT: Contract Manpower Equivalent (CME) Reporting

1. In order to meet the annual Air Force requirement to update the Unit Manpower Document (UMD) with the most current Contract Manpower Equivalent (CME) data, we require your inputs no later than 13 Aug 2003. Your response, using the current UMD as a starting point, should highlight any increases and/or reductions required. The type of CME for each requirement must also be validated. Your input should indicate CME type, i.e., FFRDC, SETA, etc. In addition, all FFRDC requirements must have SMC/AXC coordination. For FFRDC, you should use FY03 Plan 4 data, if available. These actions provide baseline data for total manpower requirements identification and future CME reviews and updates.
2. We have placed all support and documentation materials available on our WEB page at <http://www.losangeles.af.mil/smc/hr/cme.htm>. We are prepared to provide any training or technical assistance you may need. Please do not confuse this requirement with the annual PB-15 data call; both are required but distinctly different activities. The data updated on the UMD will be used to provide Air Force and OSD visibility of our current CME requirements using Air Force CME Type coding.
3. Please have your resource personnel and/or project officers work directly with their assigned HRM manpower analyst. If you have any questions, my POCs are Mr. William Leeman, DSN 833-0258, and Capt Scott Hawken, DSN 833-6867.

AMY O. DRIGGERS
Chief, Manpower & Organization

Attachment
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